

**CITY OF CINCINNATI - DEPARTMENT OF HEALTH
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Health	Primary Care		87-1	Health Center Encounter Form	3 Years, provided audited	Paper	11/24/1987	Broadnax, Stanley E.
Health	Primary Health Care		95-1	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	3 Years of inactive status; then microfilmed	Paper	2/8/1995	Bley, Richard V.
Health	Primary Health Care		95-1a	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	Permanent	Microfilm	2/8/1995	Bley, Richard V.
Health			AL-001	General Correspondence	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm
Health			AL-002	Commercially Published Magazines, Newspapers, and Journals	Daily Disposal	Paper	6/5/2003	Adcock, Malcolm
Health			AL-003	E-Mail Correspondence	Considered draft documents. Maintain until of no further administrative value. Email that needs to be kept for an extended period of time should be printed and stored with paper files.	Electronic	6/5/2003	Adcock, Malcolm

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Health			AL-004	Correspondence Files stored on computer hard drive	Considered draft documents. Maintain until of no further administrative value. Files to be kept for an extended period should be printed and stored as hard copies or maintained in accordance with the City's electronic storage policies.	Electronic	6/5/2003	Adcock, Malcolm
Health			AL-005	Legal Opinions	5 Years	Paper	6/5/2003	Adcock, Malcolm
Health			AL-006	(information has been whited out)	whited out	whited out	6/5/2003	Adcock, Malcolm
Health			AL-007	Minutes of staff, safety, and program meetings	2 Years	Paper	6/5/2003	Adcock, Malcolm
Health			AL-008	Telephone Messages	Maintain until of no further administrative value. Daily disposal	Paper	6/5/2003	Adcock, Malcolm
Health			AL-009	Calendar	Current Year	Paper	6/5/2003	Adcock, Malcolm
Health			AL-010	Electronic Calendar	Current Year	Electronic	6/5/2003	Adcock, Malcolm
Health	Board of Health		BH-001	Official Records of Board of Health (agendas, minutes, and supporting materials)	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Board of Health		BH-002	Audio and visual records of Board of Health meetings	Until official record is approved by the Board of Health	Recording Tape	6/5/2003	Adcock, Malcolm
Health	Board of Health		BH-003	Board of Health Regulations	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Board of Health		BH-004	Board of Health By-Laws	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Board of Health		BH-005	Board of Health Policies	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Community Health		CH-001	Home Health Client Records	7 Years, or until Age of 19, whichever is longer	Paper	6/5/2003	Adcock, Malcolm

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Health	Community Health		CH-002	Home Health Client Records	7 Years, or until Age of 19, whichever is longer	AS400	6/5/2003	Adcock, Malcolm
Health	Central Laboratory		CL-001	Internal Test Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm
Health	Central Laboratory		CL-002	Internal Quality Control Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm
Health	Central Laboratory		CL-003	Internal Proficiency Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm
Health	Central Laboratory		CL-004	Laboratory Procedures	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Central Laboratory		CL-005	Laboratory Procedures	Permanent	Floppy disk	6/5/2003	Adcock, Malcolm
Health	Central Laboratory		CL-006	Laboratory Studies	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Commissioner's Office		CO-001	Annual Report (HCO)	(O.R.C. 149.11) Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Commissioner's Office		CO-002	Administrative Memoranda and Policies and Procedures of the Health Department	Until superseded or terminated	Paper	6/5/2003	Adcock, Malcolm
Health	Commissioner's Office		CO-003	Audiovisual materials - includes exhibits, movies, PSA's and videotape productions	Until of no further administrative value	Audiovisual Medium	6/5/2003	Adcock, Malcolm
Health	Commissioner's Office		CO-004	Organizational Chart	Until superseded	Paper	6/5/2003	Adcock, Malcolm
Health	Commissioner's Office		CO-005	News Releases	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-001	Construction Plans	After Closed + 1 Year	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-002	Retail Food establishment inspection reports (includes inspection reports, violations and follow-up inspections)	3 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-003	Food Program Complaint Investigation Reports (No illness)	3 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-004	Food Illness Investigation Report	5 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-005	Food Service Operations Inspection Reports (includes inspection reports, violations and follow-up inspections)	3 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-006	Food Service Operations Inspection Reports (With Illness Complaint Investigation)	5 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm

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Health	Environmental Services		ES-007	Nuisance complaint investigation forms - includes pertinent information about filed health nuisance complaints, inspections, violations, follow-up, responses and resolutions	3 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-008	Pool plan review application (includes an application requesting CHD to review plans for a public pool. Record includes pertinent contractor information, construction plans, fees and application).	After Closed + 5 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-009	Pool plan review application for pools Closed but Destroyed (Filled In)	When verification of destruction is obtained	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-010	Household Sewage Disposal System Reports	After Closed + 5 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-011	Animal Bite Investigation Reports (see Medical Director's Office for Positive results)	Three Years after case is closed	Paper	6/5/2003	Adcock, Malcolm
Health	Environmental Services		ES-012	Environmental Investigations of Lead	20 Years, provided no pending legal action	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-001	Accounts Receivable Record (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-002	Activity Reports (TRD)	2 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-003	Annual Appropriation Ordinances (TRD)	5 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-004	Annual Budget (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-005	Audit Reports (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-006	Bank Deposit Slip	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-007	Bank Statement (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-008	Budget Working Papers (TRD)	5 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-009	Cash Receipts Schedule (TRD)	Three Years after last entry, provided audited.	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-010	Check Register	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm

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Health	Fiscal		FI-011	Contracts and Agreements (TRD)	15 Years after expiration	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-012	Daily Report of Cash Received (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-013	Encumbrance and Expenditure Journal (TRD)	Seven Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-014	Incoming Funds Register (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-015	Insurance Policies (TRD)	Three Years after expiration, provided no claims pending	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-016	Leases (TRD)	Three Years after expiration, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-017	Licenses (TRD)	One Year after expiration	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-018	Monthly Statement of Balances (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-019	Performance Bonds (TRD)	After project terminates	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-020	Permits (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-021	Purchase Orders	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-022	Receipt Books	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-023	Record of Fund Received	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-024	Requisitions	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fiscal		FI-025	Vouchers	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Fleet Management		FM-001	Accident Reports (TRD)	3 Years, provided no claim pending	Paper	6/5/2003	Adcock, Malcolm
Health	Maintenance		MA-001	Equipment Inventories and related Reports (TRD)	Until Revised and Audited	Paper	6/5/2003	Adcock, Malcolm
Health	Maintenance		MA-002	Equipment Maintenance Record (TRD)	Life of Equipment	Paper	6/5/2003	Adcock, Malcolm
Health	Maintenance		MA-003	Maps and plans of Health Department property (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm

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Health	Maintenance		MA-004	Project Plans, drawings and Maps (TRD)	Life of Project	Paper	6/5/2003	Adcock, Malcolm
Health	Medical Director		MD-001	Animal Bite Records - Positive Bites	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Primary Care		PC-001	Health Center Encounter Forms	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Primary Care		PC-002	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	3 Years, then Microfilmed	Paper	6/5/2003	Adcock, Malcolm
Health	Primary Care		PC-003	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	Permanent	Microfilm	6/5/2003	Adcock, Malcolm
Health	Primary Care		PC-004	Clinic Incident Reports	7 Years	Paper	6/5/2003	Adcock, Malcolm
Health	Primary Care		PC-005	Patient Complaint Forms	One Year after Investigation Completed	Paper	6/5/2003	Adcock, Malcolm
Health	Primary Care		PC-006	Telephone Triage Documentation (Calls other than Clinic Patients)	One Year	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-001	Shipping Records inventory cards	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-002	Shipping Records inventory cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-003	Shipping Records completed requisitions (form AXC)	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-004	Shipping Records completed CHD requisitions	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-005	Receiving Records contract cards	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-006	Receiving Records contract cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-007	Receiving Records inventory cards	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-008	Receiving Records inventory cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-009	Receiving Records contracts	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-010	Receiving Records Purchase Orders	Three Years	Paper	6/5/2003	Adcock, Malcolm

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Health	Pharmacy		PH-011	Receiving Records Drug Enforcement Agency controlled substance invoices (see Drug Laws of Ohio Section 1304.04)	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-012	General Files Directives Incoming	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-013	General Files Directives Outgoing	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-014	General Files price lists (drugs, clinic supplies, dental supplies)	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-015	General Files price lists (drugs, clinic supplies, dental supplies)	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-016	General Files Inventories Central Pharmacy and Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-017	General Files completed 1-S Requisitions Central Pharmacy and Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-018	General Files Completed 12-S & CHD-042 Requisitions Central Pharmacy	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-019	General Files completed 12-S Requisitions Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-020	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-021	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-022	Prescription blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy	Three Years	Paper	6/5/2003	Adcock, Malcolm
Health	Pharmacy		PH-023	Prescription blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy	Three Years	AS400	6/5/2003	Adcock, Malcolm
Health				See Drug Laws of Ohio Section 4729.37 Ohio State Board of Pharmacy; Section 1304.03 Drug Enforcement Administration			6/5/2003	Adcock, Malcolm

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Health	Vital Records		VR-001	Birth Certificates	Permanent	Microfilm (paper copy sent to Ohio Department of Health in Columbus)	6/5/2003	Adcock, Malcolm
Health	Vital Records		VR-002	Death Certificates	Permanent	Microfilm (paper copy sent to Ohio Department of Health in Columbus)	6/5/2003	Adcock, Malcolm
Health	Vital Records		VR-003	Birth and Death Certificate Index (Card File)	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Vital Records		VR-004	Birth and Death Certificate Index (Volumes 1901-1938)	Permanent	Paper	6/5/2003	Adcock, Malcolm
Health	Vital Records		VR-005	Requests for Certificates	One Year, provided audited	Paper	6/5/2003	Adcock, Malcolm
Health	Vital Records		VR-006	Requests for Certificates (free copies and governmental agencies)	Until Audited	Paper	6/5/2003	Adcock, Malcolm
Health	Vital Records		VR-007	Requests for Certificates (free copies and governmental agencies)	Until Audited	E-mail	6/5/2003	Adcock, Malcolm
Health	Vital Records		81-1	Birth Certificates	Until Microfilmed	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-1 A	Birth Certificates	Permanent	Microfilm	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-2	Death Certificates	Until Microfilmed	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-2 A	Death Certificates	Permanent	Microfilm	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-3	Birth & Death Certificate Index (Card File)	Permanent	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-4	Birth & Death Certificate Index (Volumes 1901-1938)	Permanent	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-5	Requests for Certificates (at counter in office)	2 Years, provided audited	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-6	Requests for Certificates (by mail)	2 Years, provided audited	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-7	Requests for Certificates (from police agencies)	2 Years	Paper	2/26/1981	Broadnax, Stanley E.
Health	Vital Records		81-8	Requests for Certificates (free copies and governmental agencies)	Until audited	Paper	2/26/1981	Broadnax, Stanley E.

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Health	Central Pharmacy		1	Shipping Records - Cincinnati Health Department inventory cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		1a	Shipping Records - Completed Cincinnati Health Dept. Requisitions (Form AXC)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		2	Receiving Records-CHD Contract Cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		2a	Receiving Records-CHD Inventory Cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		2b	Receiving Records - Contracts	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		2c	Receiving Records - Purchase Orders	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		2d	Receiving Records - (Drug Enforcement Agency) DEA Controlled Substances Invoices for the clinic pharmacies kept in Central Records in Drug Laws of Ohio Section 1304.04	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		3a	General Files - Directives Incoming	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		3b	General Files - Directives Outgoing	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		3c	General Files - Price Lists (drugs, clinic supplies, dental supplies)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		3d	General Files - Inventories Central Pharmacy	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		3e	General Files - Inventories Clinic Pharmacies	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		3f	General Files - Requisitions (completed 1-S and completed 12-S and CHD-042)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		4	Shipping Records - completed CHD requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		5	Receiving Records - Contracts	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		5a	Receiving Records - Purchase Orders	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		6	General Files - Central supply inventories	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		6a	General Files - Completed 1S requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.

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Health	Central Pharmacy		6b	General Files - Completed 12-S requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		7	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Central Pharmacy		8	Prescriptions blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy.	3 Years	Paper	11/9/1983	Broadnax, Stanley E.
Health	Geriatric Services		80-1	Correspondence (General letters and memos or correspondence pertaining to conditions or patient care.)	Review annually for disposal, excepting correspondence pertaining to complaints regarding patient care, which should be kept at least 2 Years.	Paper	3/26/1981	Broadnax, Stanley E.
Health	Geriatric Services		80-2	Nursing Home Records (may include communicable disease reports, patient lists, annual renewal forms, inspection reports, face sheets, fire, sanitation, and building inspection reports, copies of menus, weekly time sheets, licensed personnel's orientation, sample plans of care, P.R. information distributed to the public by the home.) Copies of the forms to be retained and discarded are on file with the Cincinnati City Records Commission.	Review annually for disposal, retaining: communicable disease reports, patient lists, annual renewal forms, inspection reports, face sheets, and fire, sanitation, and building inspection reports.	Paper	3/26/1981	Broadnax, Stanley E.

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Health	Geriatric Services		80-3	Variance Requests (requests from nursing homes for exceptions from Cincinnati Municipal Code Chapter 847 requirements. Includes: correspondence, proposed justification for variance, department response.)	Retain current + previous 2 Years	Paper	3/26/1981	Broadnax, Stanley E.
Health	Treatment Alternatives		81-1	Client Records - client files of the Treatment Alternatives to Street Crime Program (boxes 10-64)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.
Health	Treatment Alternatives		81-2	Client Records - Client files of the Standards Implementation Program - Drug and Alcohol (boxes 1,2)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.
Health	Treatment Alternatives		81-3	Client Records - Client files of the Community Aftercare Program (boxes 5,6)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.
Health	Treatment Alternatives		81-4	Client Interview Forms - initial screening interviews of program volunteers (boxes 7,8)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.
Health	Treatment Alternatives		81-5	Client Related Information - correspondence and scheduling information (boxes 3, 4, 9). Duplicate information is in client files.	Destroy Immediately	Paper	8/6/1981	Broadnax, Stanley E.
Health	Human Resources		1-00	Accident Reports, I-91 Form	Current + 5 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		2-00	ADA Requests (Pemanently maintained by Personnel Department)	5 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		3-00	Application for Employment	Permanent, if employed; others One Year	Paper	10/26/2000	Howard, Ricardo G.

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Health	Human Resources		4-00	Employee Personnel File containing Name, Address, Telephone Number, Emergency notification information, Copies of all previous Form 14-S (when Form 14 Requirement was in place), copies of corrective/disciplinary actions (to be removed in accordance with the applicable labor agreement), copies of Commendations, Copies of Performance Reviews, Copies of Tax Withholding information, Copies of Memorandums relating to the employee, Any other information which relates to the employee's job performance, Photo of employee, Pink employment record card, Outside Work notification, Exit Interviews	Permanent, unless permission is granted by the Director of Personnel Department	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		5-00	EEO Complaints Records	15 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		6-00	FMLA Requests	5 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		7-00	General Correspondence	1-5 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		8-00	Gross Pay Register (Maintained by Central Payroll for 15 Years)	1 Year	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		9-00	Leave of Absence, Compensatory Time	3 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		10-00	Letter of Reference	Permanent, if employed; others One Year	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		11-00	Letter of Resignation	Permanent	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		12-00	OSHA related medical exams, toxic substance exposure and bloodborne pathogen exposure records	Current + 5 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		13-00	Payroll Attendance Record	3 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		14-00	Statistical Reports: Training, EEO, Safety	5 Years	Paper	10/26/2000	Howard, Ricardo G.

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Health	Human Resources		15-00	Supervisor Held Employee Files	Kept until employee leaves service. Copies of forms are kept in the EE Personnel file can be disposed of. All other items one year after employee leaves service	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		16-00	Time Sheets	15 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		17-00	Training Request Sheets	10 Years	Paper	10/26/2000	Howard, Ricardo G.
Health	Human Resources		17A-00	Training Request Sheets	Permanent	Electronic Files (Computer)	10/26/2000	Howard, Ricardo G.
Health	Human Resources		18-00	Workers Compensation Claim	10 Years after date of final payment	Paper	10/26/2000	Howard, Ricardo G.